

## Department of Civil Rights Affirmative Action Division 2008 At-A-Glance

### Prevailing Wage Monitoring

This program applies professional and technical work in administering the City's Prevailing Wage ordinances. This work involves monitoring contractors' prevailing wage requirements; performing on-site compliance reviews; maintaining and overseeing the maintenance of necessary records; providing technical assistance; performing outreach and information dissemination; preparing audit and activity reports and recommendations; and providing input and recommendations relative to overall operations. This program area also:

- Analyzes documentation from contractors concerning payroll and payment requests
- Provides prevailing wage monitoring and enforcement for City-financed projects covered by Madison General Ordinances 4.23 and 23.01.

### 2008 Prevailing Wage Violations & Recoveries

<b>Contract Type</b>	<b>Number of Violations</b>	<b>Number of Affected Workers</b>	<b>Dollar Value of Violations</b>	<b>Year-to-Date Wages Recovered</b>
Public Works	10	5	\$7,645.22	\$6,788.59
CDA	Pending	TBD	TBD	TBD
Façade	2	6	TBD	TBD
<b>Totals</b>		<b>11</b>	<b>\$7,645.22</b>	<b>\$6,788.59</b>

This year, staff conducted 103 on-site prevailing wage interviews.

### Targeted Business Programs

It is the official policy of the City of Madison that as an overall goal, ten percent (10%) of the City's public works funds be expended with certified small business enterprises (SBE). This policy is designed to stimulate economic growth, promote the establishment of new businesses and provide employment opportunities. In addition, when the City expends funds provided to it by federal agencies, the City requires that contractors comply with applicable federal regulations governing the participation of minority business enterprises (MBE), women business enterprises (WBE) and disadvantaged business enterprises (DBE). Applicant flow data for all targeted business programs is reported below:

<b>2008 Targeted Business Applications</b>		
	Number of Applications	Percentage
<b>Received</b>	55	100%
<b>Certified</b>	23	42%
<b>Recertified</b>	29	53%
<b>Referred</b>	2	4%
<b>Denied</b>	1	1%

Furthermore, it is the City's policy that all businesses, including those owned by minorities and women, be afforded the maximum feasible opportunity to do business with the City. For public works goal-eligible contracts, targeted business achievement as of December 31, 2008 is reported below:

<b>Total Contracts</b>	<b>SBE</b>	<b>MBE</b>	<b>WBE</b>	<b>DBE</b>
\$45,321,864.24	\$2,451,437.99	\$502,539.54	\$463,382.88	\$370,076.38
	5.41%	1.11%	1.02%	0.82%

### **Affirmative Action Plan Review**

The City of Madison has adopted an affirmative action plan and requires similar efforts from vendors, contractors and other firms with which it does business. The City has determined that it is not in the public interest to purchase goods and services from vendors and contractors unless they demonstrate that they have taken affirmative action to ensure equal employment and subcontracting opportunities for racial/ethnic (R/E) minorities, women and individuals with a disability. Protected class employment statistics as of December 31, 2008:

#### Public Works Contractors

Firms with a Public Works contract with the City of Madison or firms otherwise providing construction services to a City agency.

10.79%	9.77%	0.34%
<b>Overall R/E</b>	<b>Overall Female</b>	<b>Overall Disability</b>

#### Community-Based Organizations

Community-based or non-profit organizations which have a contract with or receive funds from Community Services, CDBG or another City agency.

11.71%	78.03%	4.23%
<b>Overall R/E</b>	<b>Overall Female</b>	<b>Overall Disability</b>

Vendors and Suppliers

Firms providing goods or services to a City agency (e.g., Purchasing, IT, Police, etc.).

17.78%	30.34%	0.49%
<b>Overall R/E</b>	<b>Overall Female</b>	<b>Overall Disability</b>

**Red Flag Procedure**

“Red Flag” refers to a City of Madison Affirmative Action procedure that is triggered when a vacancy occurs within a job family where under-representation for women or racial/ethnic minorities is present and an opportunity exists to affirmatively hire from the targeted group. In 2008 Affirmative Action applicants were selected in 6 out of the 9 “Red Flagged” recruitments (67%).

**Applicant Flow 1/1/2008 – 12/31/2008 (Race/Ethnicity & Gender)**

Total Applicants

TOTAL	A	A%	B	B%	H	H%	AI	AI%	O	O%	W	W%	F	F%	M	M%
9645	247	2.60%	1070	11.10%	257	2.70%	67	0.70%	255	2.60%	7749	80.30%	4866	50.50%	4779	49.50%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M= Male

New Hires

TOTAL	A	A%	B	B%	H	H%	AI	AI%	O	O%	W	W%	F	F%	M	M%
426	2	0.47%	32	7.51%	11	2.58%	2	0.47%	7	1.64%	372	87.32%	161	37.79%	265	62.20%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**2008 AASPIRE Program**

The City of Madison's Affirmative Action Division, in concert with City Managers, sponsors internships to attract members of Affirmative Action target groups who are engaged in college level studies compatible with a Public Administration career track. Individuals that are selected are hired as City employees in the hourly classification of Management Intern 1.

The purposes of this program are to:

1. Provide a beneficial mentoring experience to managers who are selected to supervise AASPIRE interns.
2. Provide a Citywide project that encourages interdepartmental cooperation toward the accomplishment of an optional Affirmative Action Initiative.
3. Provide Affirmative Action target group individuals who are selected for AASPIRE internships with a meaningful exposure to Public Administration careers.
4. Provide the City with a future professional applicant pool of highly qualified Affirmative Action Target Group members.

AASPIRE Applicant Breakdown

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
189	13	6.87%	28	14.81%	4	2.11%	15	7.94%	21	11.11%	108	57.14%	109	57.67%	80	42.32%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

2008 AASPIRE Interns

TOTAL	A	A %	B	B %	H	H %	AI	AI %	O	O %	W	W %	F	F %	M	M %
10	1	10%	3	30%	0	0%	0	0%	1	10%	5	50%	6	60%	4	40%

A=Asian B=Black H=Hispanic AI=American Indian O=Other W=White F=Female M=Male

**Recruitment Funds - Diversity**

Department	Recruitment	Date	Cost
City Treasurer's Office	City Treasurer	Feb-08	\$535.00
Common Council	AASPIRE Intern	May-08	\$4,108.80
Engineering	Engineer 1,2 or 3	Dec-08	\$415.00
Fire	AASPIRE Intern	May-08	\$4,108.80
Human Resources	AASPIRE Intern	May-08	\$4,108.80
Mayor's Office	Mayoral Exec Asst.	Mar-08	\$355.00
Mayor's Office	AASPIRE Intern	May-08	\$4,108.80
Mayor's Office	Mayoral Aide	Jun-08	\$480.00
Monona Terrace	AASPIRE Intern	May-08	\$4,108.80
Parks	AASPIRE Intern	May-08	\$4,108.80
Planning and Development	Community Development Division Director	Mar-08	\$1,809.00
Planning and Development	AASPIRE Intern	May-08	\$4,108.80
Planning and Development	AASPIRE Intern	May-08	\$4,108.80
Planning and Development	AASPIRE Intern	May-08	\$4,108.80
Planning and Development	Economic Development Division Director	Aug-08	\$1,555.00
Senior Center	AASPIRE Intern	May-08	\$4,108.80
Water Utility	Water Manager	Mar-08	\$825.00
		<b>TOTAL:</b>	<b>\$47,062.00</b>